

## Message Text

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PAGE 01 STATE 107346  
ORIGIN SS-15

INFO OCT-01 EUR-12 ISO-00 NSC-05 A-01 SSO-00 NSCE-00  
OC-06 CCO-00 /040 R

DRAFTED BY S/S-S:GWCHAPMAN:MS  
APPROVED BY S/S-S:LJREDDY  
S/S:PTARNOFF  
EUR:AHUGHES  
NSC/VP OFFICE:PKYROS  
NSC/VP OFFICE:MBERMAN  
A:DMOUNT

-----130150Z 084011 /13

O 130110Z MAY 77  
FM SECSTATE WASHDC  
TO AMEMBASSY LISBON IMMEDIATE  
AMEMBASSY MADRID IMMEDIATE  
AMEMBASSY VIENNA IMMEDIATE  
AMEMBASSY BELGRADE PRIORITY  
AMEMBASSY LONDON PRIORITY

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E.O. 11652: N/A

TAGS: OVIP (MONDALE, WALTER F.), PFOR, PO,SP,AU,YO,UK

SUBJECT: S/S SUPPORT FOR VICE PRESIDENT'S TRIP TO EUROPE,  
MAY 14-23, 1977

REF: STATE 103237

1. SECRETARIAT STAFF (S/S) TEAM OF NANCY BOSHoven AND  
GEOFFREY CHAPMAN WILL ACCOMPANY VICE PRESIDENT MONDALE ON  
MAY 14-23 TRIP TO EUROPE FOR PURPOSE OF PROVIDING GENERAL  
STAFF SUPPORT TO VICE PRESIDENTIAL PARTY. TEAM'S FUNCTIONS  
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WILL INCLUDE MANAGING DISTRIBUTION OF TELEGRAMS AND OTHER  
INFORMATION FLOWING TO AND FROM PARTY; ASSISTING IN PREPA-  
RATION OF SCHEDULES AND IN ASSEMBLING OF BRIEFING MATERIALS;  
AND COORDINATING, WHERE APPROPRIATE, ACTIVITIES OF OFFICIAL  
PARTY. FYI: THERE WILL BE NO ADVANCE TEAM FOR THIS TRIP.

2. POST SHOULD DESIGNATE S/S LIAISON OFFICER, WHO SHOULD

BE FULLY READ INTO VISIT AND PREPARED TO ASSIST S/S TEAM AS NEEDED. LIAISON OFFICER SHOULD PLAN, IN PARTICULAR, TO BE ON HAND DURING INITIAL STAGES OF VISIT TO BRIEF INCOMING TEAM ON LAST-MINUTE DEVELOPMENTS, DIRECT MEMBERS OF PARTY TO APPROPRIATE OFFICES, AND GENERALLY ASSIST IN SETTING UP OFFICE OPERATION. LIAISON OFFICER SHOULD BE PRESENT IN S/S OFFICE WHEN PARTY ARRIVES; HE/SHE SHOULD NOT MEET TEAM AT

AIRPORT. PLEASE CABLE NAME OF LIAISON OFFICER TO DEPARTMENT ASAP.

3. CABLE TRAFFIC: S/S WILL MAKE DISTRIBUTION OF ALL DEPARTMENT CABLES TO THE VICE PRESIDENTIAL PARTY. ESPECIALLY SENSITIVE OR "EYES ONLY" TRAFFIC SHOULD BE DELIVERED IN SEALED ENVELOPES BEARING NAME OF ADDRESSEE. OTHERWISE, S/S WILL REQUIRE 15 COPIES OF ALL CABLES SLUGGED FOR THE VICE PRESIDENT'S PARTY AND SAME NUMBER OF COPIES OF SIGNIFICANT, REPEAT SIGNIFICANT, EMBASSY TRAFFIC. S/S TEAM WILL REVIEW THESE REQUIREMENTS WITH COMMUNICATIONS SUPERVISOR AS SOON AS POSSIBLE AFTER ARRIVAL. CABLE SERVICE SHOULD COMMENCE TWO HOURS PRIOR TO SCHEDULED ARRIVAL OF PARTY; S/S LIAISON OFFICER SHOULD HOLD FIRST TAKE IN S/S OFFICE FOR ARRIVAL OF S/S TEAM.

4. S/S WILL BE ON CALL 24 HOURS A DAY, AND WILL KEEP COMMUNICATIONS UNITS INFORMED OF THEIR WHEREABOUTS AT ALL TIMES. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S TEAM ON IMPORTANT MESSAGES ARRIVING FOR VICE PRESIDENTIAL PARTY, AND SHOULD PROMPTLY INFORM THEM OF ANY COMMUNICATIONS DIFFICULTIES THAT MIGHT DELAY OR HALT MESSAGE TRAFFIC.

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5. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS WILL BE NEEDED. TEN SETS OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0700 EACH MORNING, AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2100. EACH STORY SHOULD BE REPRODUCED ON A SEPARATE PAGE. THIS SERVICE SHOULD BE INITIATED TWO HOURS PRIOR TO ARRIVAL OF VICE PRESIDENTIAL PARTY. IN ADDITION, POST SHOULD PROVIDE S/S EACH MORNING WITH TEN COPIES OF INTERNATIONAL HERALD TRIBUNE AND OF LOCAL ENGLISH-LANGUAGE DAILY, IF ANY.

6. COURIER ASSISTANCE: AS DICTATED BY PHYSICAL ARRANGEMENTS (DISTANCE OF SECRETARIAT OFFICE FROM CHANCERY, ETC.), COURIER OR COURIERS WILL BE REQUIRED TO LINK SECRETARIAT OFFICE WITH EMBASSY C&R UNIT. THREE COURIERS MAY BE NECESSARY IN EVENT THAT S/S OFFICE IS DISTANT FROM CHANCERY AND KEY MEMBERS OF VICE PRESIDENTIAL PARTY ARE IN THIRD

LOCATION. WE DO NOT ANTICIPATE THAT THIS WILL BE FULLTIME SERVICE. FOR PLANNING PURPOSES, POST SHOULD SCHEDULE FIRST COURIER RUN TO S/S OFFICE AT 0700, WITH SUBSEQUENT RUNS DICTATED BY VOLUME AND/OR URGENCY OF TRAFFIC AND FINAL RUN PROBABLY AROUND 2300. S/S LIAISON OFFICER SHOULD PROVIDE S/S TEAM WITH COURIER SHIFT SCHEDULE UPON ARRIVAL AT POST; THIS MAY THEN BE ADJUSTED IN LIGHT OF ACTUAL DEMAND AND AVAILABILITY OF PERSONNEL. COURIERS SHOULD, OF COURSE, HAVE ACCESS TO MOTOR POOL TRANSPORTATION WHERE REQUIRED.

7. SECRETARIAL ASSISTANCE: PER PARA 3(E) REFTEL, WOULD APPRECIATE ASSIGNMENT OF EMBASSY SECRETARIES TO S/S FOR SHIFTS OF APPROXIMATELY 0900-1600 AND 1600-CLOSING. FOR EACH SHIFT, WOULD APPRECIATE ONE SECRETARY ON DUTY AND ONE MORE ON CALL. THE ROSTER OF SECRETARIES SO ASSIGNED SHOULD BE MADE AVAILABLE TO THE S/S TEAM AT SAME TIME AS COURIER SHIFT SCHEDULE.

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8. CLASSIFIED STORAGE: POST SHOULD ENSURE THAT THERE IS SUFFICIENT SPACE IN S/S OFFICE OR ADJACENT GUARDED AREAS TO ACCOMMODATE CLASSIFIED CONTAINERS (PROBABLY ONE FOOT-LOCKER AND A DOZEN OR MORE SATCHELS) AND STILL LEAVE ROOM FOR NORMAL OFFICE OPERATIONS.

9. POST SHOULD COORDINATE WITH VICE PRESIDENTIAL ADVANCE PARTY IN IMPLEMENTING REQUIREMENTS IN THIS CABLE.

CHRISTOPHER

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** PERSONNEL TRAVEL  
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**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 22 May 2009  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
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**Document Number:** 1977STATE107346  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** S:GWCHAPMAN:MS  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
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**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
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**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** S/S SUPPORT FOR VICE PRESIDENT'S TRIP TO EUROPE, MAY 14-23, 1977  
**TAGS:** OVIP, PFOR, PO, SP, AU, YO, UK, (MONDALE, WALTER F), (BOSHoven, NANCY), (CHAPMAN, GEOFFREY)  
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**Type:** TE  
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**Review Markings:**  
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